Advertisement

DYNAMIC YOUNG CHARITY

SEEKS

ADMINISTRATOR

Must have skills in data management, bookkeeping and finance, design.

Remote working. Keen eyes and ears required and fast turnaround abilities.

10 hours pw @ £10ph

Contact Lucy on 01484 532777 for details.

Job description

\* Liaise with director to manage the database for

 purposes of complete records, monitoring and evaluation

\* Liaise with treasurer to manage day to day finance and budgets

\* Design fliers as required

\* Manage IT systems

\* Organise and minute meetings

\* Create paperwork for smooth running of organisation as required

\* Any other tasks commensurate with the post as required

You must be: a team player

 well organised with attention to detailed

 honest and truthful

 able to respond quickly to requests for information

 motivated and dedicated

 able to work and compile data and reports

 focused and resilient

 able to prioritise and manage tasks

 sympathetic to our charity’s cause

ABOUT US:

We are a dynamic young charity working with asylum seekers and refugees.

Our client base of around 100, expected to double in the next few months, need us to support them with advice and information during and after their asylum claims.

We work with a number of interpreters to be able to communicate with clients and accurate information for them is key

We have a holistic approach and an ethos where we expect to provide extensive support, and also expect the clients to provide peer support through volunteering and good neighbourliness.

When our offices are open we celebrate client successes with cake and candles and welcome them to their new lives in the UK.

Please visit our website for more details.